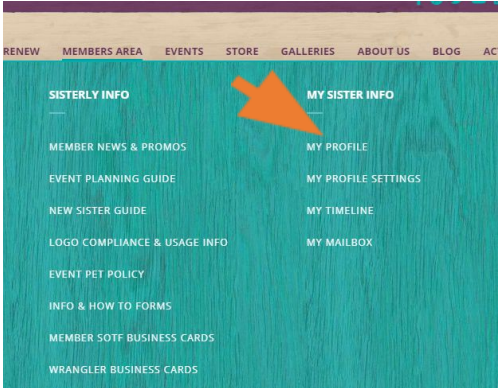


HOW DO I MANAGE THE WAITLIST FOR MY EVENT

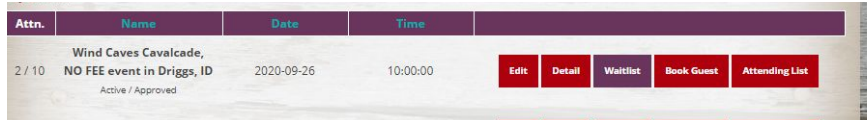
When you create an event, you set the maximum number of attendees. Once the maximum number of sisters have signed up, and there is no more room, anyone attempting to sign up will--instead--be asked if they want to be placed on the Waitlist. Thereafter, if and when event cancellations are received and there is once again a space for another attendee, you may *invite* a sister from the Waitlist to sign-up. This process is NOT automatic; you must manage the Waitlist. You must **react** to any event cancellation by inviting someone from the Waitlist.

Step	Action
1	<p>Log in to <i>sistersonthfly.com</i>, hover over MEMBERS AREA, and click MY PROFILE.</p>  <p>Result: Your profile will open. There is a great deal of information available in your profile. See also</p> <ul style="list-style-type: none"> ● <i>How to Change Your Profile Photo or Cover Image</i> ● <i>What's in Your Timeline?</i> ● <i>How do I Change My Notification Setting</i> ● <i>How do I Cancel My Membership</i> ● <i>How do I Print My Membership Certificate</i> ● <i>How do I make sure my settings are set so my wrangler can see my contact information</i> ● <i>How do I Cancel a Booking</i> <p>And everything having to do with any event YOU create</p> <ul style="list-style-type: none"> ● <i>How do I Submit Attendance for my Event</i> ● <i>How do I Download a List of Attendees for my Event</i> ● <i>How do I Send Receipts when my Event is Finished</i>

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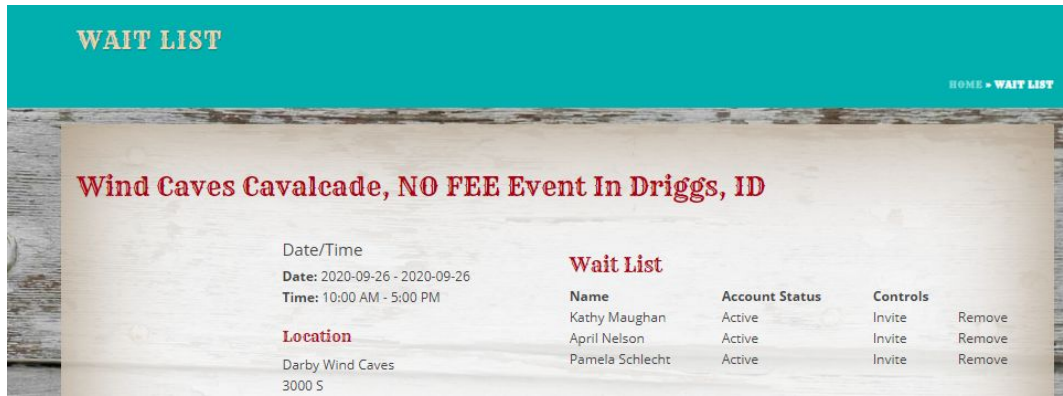
2 / 10 Wind Caves Cavalcade, NO FEE event in Driggs, ID 2020-09-26 10:00:00

Active / Approved

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WAIT LIST HOME • WAIT LIST

Wind Caves Cavalcade, NO FEE Event In Driggs, ID

Date/Time
Date: 2020-09-26 - 2020-09-26
Time: 10:00 AM - 5:00 PM

Location
Darby Wind Caves
3000 S

Wait List


Name	Account Status	Controls	
Kathy Maughan	Active	Invite	Remove
April Nelson	Active	Invite	Remove
Pamela Schlecht	Active	Invite	Remove

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alcade, NO FEE Event In Driggs, ID

Date/Time
Date: 2020-09-26 - 2020-09-26
Time: 10:00 AM - 5:00 PM

Location
Darby Wind Caves
3000 S
Driggs, ID,

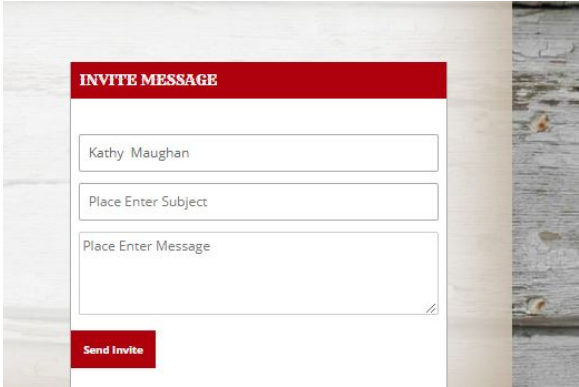
Wait List

Name	Account Status	Controls	
Kathy Maughan	Active	Invite	Remove
April Nelson	Active	Invite	Remove
Pamela Schlecht	Active	Invite	Remove

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F Ygi 'h'GW'c''X'ck b'k \YfY'Ub'a YggU[Y'Vcl]'g'X]gd'UmYX's

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INVITE MESSAGE

Kathy Maughan

Place Enter Subject

Place Enter Message

Send Invite

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